



FULTON COUNTY PURCHASING DEPARTMENT

Winner 2000 - 2004 Achievement of Excellence in Procurement Award
National Association of Purchasing Management

Jerome Noble, Director

August 2, 2005

RE: **RFP#05RFP45815K-DJ**
Standby Engineering and Related Support Services

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal (RFP).

Except as provided herein, all terms and condition in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Donna Jenkins
Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Section 3 in its entirety has been replaced and page 6-24, Exhibit H has been replaced.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time **Monday, August 22, 2005 no later than 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2005.

Legal Name of Bidder

Signature of Authorized Representative

Title

SECTION 3 PROPOSAL REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **August 22, 2005** at **11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSALS RFP #05RFP45815K-DJ
Fulton County Department of Purchasing
Public Safety Building
130 Peachtree Street S.E. Suite 1168
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and executed Contract Compliance Exhibits (A-F) and Procurement Affidavits. The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Price Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS RFP 05RFP45815K-DJ
Standby Engineering and Support Services
Cost Proposal**

Proposer's Name and Address

3.1.2 Number of Copies

Proposers shall submit one (1) original and five (5) copies each of the Technical and Cost Proposals. Proposers shall submit one (1) original and two (2) copies of the Contract Compliance Exhibits. All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

NEED: Professional Engineering Services and related support services, especially in the areas of Plans Overview, hydrologic and hydraulic studies, grading, drainage, utilities, and erosion control, as well as field services, such as: surveying, inspections, and minor repairs and/or construction as may be required to ensure compliance to the various rules and regulations governing development and construction as regulated by Fulton County. These services will be required on a Standby basis to augment the existing staff of the Development Division of the Environment and Community Development Department of Fulton County.

PERSONNEL:

Scope of this work requires experience personnel at the following levels:

Management and Coordination:	Principal Engineer
Professional/Licensed Personnel:	Georgia Registered Engineer
	Georgia Registered Architect
	Certified Arborist
	Georgia Registered Landscape Architect
	Georgia Registered Surveyor
Professional Support Personnel:	E.I.T Engineer
	Engineering Technician
	Architectural Technician
	Planners
	Survey Crew

Support Personnel:

On-Site Inspector
Trades Inspectors (Plumbing, Electrical, HVAC)
Drafter/CAD Operator
Clerical

CRITERIA FOR SELECTION:

- Firm must be registered with the State of Georgia as an Engineering Firm, duly authorized and licensed to conduct business as such. Evidence of current said licenses must be presented along with the Proposal.
- Firms must be able to provide professional level services similar but not less than that provided by current Fulton County staff.
- Firms must be able to provide said services with notice of less than 48-hours.
- Firms must **not** do business with Fulton County for the purposes of designing construction projects for private firms, organizations or businesses which are likely to seek permitting from this division.
- Fulton County reserves the right to award this proposal as a whole, or in part, to one or more vendors. Even if selected, the firm(s) will not be entitled to any of the funds set aside for these programs unless called upon for service. The Director reserves the right to determine the percentage of awards based on the information contained in the proposals submitted. Those vendors awarded any portion of the project must agree to match the lowest offering in every particular, without exception.
- The total allocation or cost per assignment shall not exceed those funds established by the Board of Commissioners in the FY2005 budget. Duration of this Agreement is for one (1) 12-month period, commencing upon receipt of written notice to proceed until one 12-month period has passed. This contract may be renewed pursuant to action by the COUNTY. Extensions of this agreement may be allowed by the Board of Commissioners, based on satisfactory performance, for up to two (2) 12-month periods.

3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate technical and professional expertise and experience to conduct the required services at the requested service level without direct supervision and with the highest possible results that can be provided.

For example: Structural Architectural plans must be reviewed for compliance to all applicable codes within 5 to 7 business days of the assignment and returned to Fulton County staff along with clearly type written comments to supplement any comments made directly on the plan sheets.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.

Section 2 – Qualifications and Experience

This section of the Proposal must present general information about the Proposer. The Proposal shall include details about the type of firm or organization such as, corporation, partnership, Limited Liability Company, joint venture or design or construction prime that will execute and deliver the D/B Project, including ownership and management structure. The use of the term proposer refers to all members of the proposing entity. This does not include sub-contractors.

- Listing of all members or partners of the proposing entity indicating status of general or limited partner. If the Proposer or joint venture is a subsidiary of a parent company, provide information about when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is or will be created for the purposes of responding to this RFP, the reasons for this action must be fully disclosed.
- Brief history of the Proposer's business activities, including ownership, markets, organization, and background organized by individual company.
- Location and address of corporate and regional offices of all members of the proposing team.
- Proposer should submit an organizational chart of the business structure of the proposing entity.

Section 4 – Proposer Financial Information

The Proposer Financial Information section shall include the following:

- Provide the following information and statements¹:
 - A copy of the most recent annual report with footnotes or

most recent audited financial statement.

- Latest Dun and Bradstreet Report.

Section 5 - Confidential and Proprietary Information

This section of the Proposal shall present technical, financial, other confidential information, and proprietary information that the Proposer claims are exempt from public disclosure.

3.4 COST PROPOSAL FORMAT AND CONTENT

The Price Proposal shall be provided in a **separate sealed envelope** in accordance with the following *Sections*. *Section 2* shall be prepared using the form found at Section 6, Exhibit H. The Price Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Price Proposal Forms

The Proposer is required to complete **all** of the Price Proposal Forms included in Section 6 of the RFP. Section 6 provides a description of the Price Proposal Forms.

Exhibit H

**AGREEMENT
FOR PROFESSIONAL
ENGINEERING AND RELATED SUPPORT SERVICES
FULTON COUNTY, GEORGIA
FY 2005**

FOR _____
(The Firm)

SERVICE LEVEL	HOURLY RATE
Principle Engineer	
Georgia Registered Engineer	
Georgia Registered Architect	
E.I. T. Engineer	
Planners	
Engineering Technicians	
Architectural Technicians	
Certified Arborist	
Landscape Architect	
Georgia Registered Surveyor	
Survey Crew	
Site Inspector	
Trade Inspector	
Drafter/CAD Operator	
Clerical	